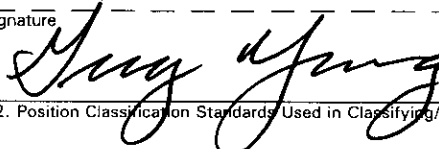
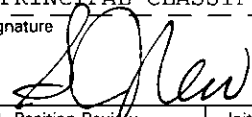


POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) NAF PD 207				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	
a. Office of Personnel Management								Grade	
b. Department, Agency or Establishment		Child and Youth Program Custodian				NA		3566	
c. Second Level Review								02	
d. First Level Review								SN	
e. Recommended by Supervisor or Initiating Office		Child and Youth Program Custodian				NA		3566	
								02	
16. Organizational Title of Position (if different from official title) Child and Youth Program Custodian						17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision			
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND						d. Fourth Subdivision			
b. Second Subdivision						e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP			
Signature _____ Date _____						Signature  Date 10/9/08			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature  Date 10/9/08									
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED									
25. Description of Major Duties and Responsibilities (See Attached)									

Child and Youth Program Custodian NA-3566-02

Introduction

The purpose of the Child and Youth Program (CYP) Custodian position is to provide a variety of semiskilled labor and cleaning tasks for the CYP facilities to include Child Development Centers (CDCs), School Age Care (SAC) programs, Youth Programs and Child Development Home (CDH) offices and lending library(s).

Major Duties and Responsibilities

All custodial and housekeeping services will be performed according to the established specifications. Child and youth routines will not be disturbed by custodial activities. Some of the daily cleaning services will take place when programs are not in operation and children and youth are not present. The CYP Custodian has responsibilities related to cleaning and to the use and maintenance of equipment and supplies. These tasks are summarized below.

Cleaning Requirements

- Sweeps, mops, strips, scrubs, waxes, polishes floors and cleans carpets.
- Wipes mirrors, metal doorplates, bathroom and kitchen fixtures, and all metal fittings.
- Cleans showcases, entrance doors, activity spaces/classrooms, doorframes and switches, paper towel dispensers, and any other surfaces as required.
- Cleans glass partitions, inside and outside windows, and uses stepladders and extension ladders to change light bulbs, replace blinds, and wash walls.
- Dusts, waxes and polishes furniture. Dusting furniture, equipment, and surfaces will not be done within the reach of the children.
- Empties and washes trashcans.
- Inspects grounds, including removing trash and debris, and notifies supervisor of safety hazards.
- Maintains restrooms in a clean, orderly and sanitary condition. Cleans, disinfects and deodorizes lavatories. Replaces deodorizers, toilet tissues, hand towels and soap. Reports water leaks, clogged drains and other conditions requiring repairs to supervisor.
- Replaces all furniture, equipment and materials in their original position upon completion of the cleaning or maintenance tasks.
- Sweeps sidewalks and parking areas.

Use and Maintenance of Equipment and Supplies

- Operates powered cleaning equipment, cleans and oils equipment, and changes brushes and accessories.
- Maintains cleaning supplies and advises supervisor when supplies are needed or when equipment needs repairs or replacement. All custodial equipment, supplies and materials will be approved by the health consultant or safety officer.
- Ensures that hallways, stairways, entrances, and doorways are not obstructed by any cleaning or maintenance operations or storage of equipment and materials.

- Stores custodial supplies and equipment properly in locked cabinets or closets away from child and youth activity rooms.
- Loads and unloads merchandise, equipment and supplies.
- Assembles equipment.
- May be required (less than 10% of the time) to deliver merchandise, equipment and supplies to other locations.

Additional Responsibilities

- May be required to move, set-up and/or rearrange furniture as well as set up and break down for special events.
- Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all DoN training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- 18 years of age and High School graduate or equivalent.
- Knowledge of a variety of chemical and cleaning agents.
- Skill and ability to use a variety of household and industrial equipment and attachments.
- Skill and ability to operate, clean, and make adjustments to powered cleaning equipment.
- Ability to communicate effectively orally and in writing.
- Ability to read and follow basic instructions in English.
- Physical ability to move furniture, lift and move objects over 50 pounds, walk, bend, stoop, and stand on a routine basis.
- Possesses a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

The incumbent works under the general supervision of the assigned CYP Director. Supervisor assigns work and gives specific instructions for each new task. However, incumbent must be able to perform all cleaning duties without direct supervision. Work is reviewed periodically to ensure compliance with instructions, policies, and regulations. Incumbent is responsible for complying with proper procedures, methods, and dress and hygiene codes. Incumbent must be flexible and able to adapt to changes in work assignments.

Factor 3. Personal Contacts

Interacts with all staff assigned to the CYP, as well as with representatives from other agencies such as Preventive Medicine, Fire, and Safety. Incumbent will be in contact with children 6 weeks through 18 years of age.

Factor 4. Physical Demands

Moderately heavy physical effort is used occasionally in moving, setting up, and working from ladders. Use of heavy powered cleaning equipment (e.g., wall washers, industrial-type buffers) is occasionally required. Uses vacuum cleaners, dry mops, lightweight powered scrubbers and buffers. Work involves standing, bending, stooping, and reaching, frequently lifting and emptying wastebaskets, and occasionally lifting and moving objects weighing over 50 pounds (e.g., scrap and trash cans, crates, parts). Occasionally, may be required to deliver merchandise, equipment, and supplies to other CYP sites.

Factor 5. Work Environment

Performs duties indoors and outdoors. Indoor work areas have adequate lighting, heating and ventilation. Incumbent is subject to cuts, bruises, burns, chapped hands, and slippery floors. Care is required to avoid serious injuries when using heavy powered equipment. Work will occur during and after the CYP operating hours.